

Nationwide
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 East McDowell Road, M5710, Phoenix, AZ 85008-3495
PHONE (602)629-4822; DSN 853-4822
WEBSITE: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 06-297T OPENING DATE: 01 SEP 2006 CLOSING DATE: 03 OCT 2006

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

HUMAN RESOURCES ASSISTANT (MILITARY), GS-0203-06, TC80536000, TSgt/E6

APPOINTMENT FACTORS: OFFICER () WARRANT OFFICER () ENLISTED (X)

SALARY RANGE:
\$31,638 - \$41,127 PA

SUPERVISORY () MANAGERIAL ()
NON-SUPERVISORY/NON-MANAGERIAL (X)

LOCATION OF POSITION:

AIR STAFF OFFICE, JOINT FORCE HEADQUARTERS, PHOENIX, ARIZONA

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. No binders or bound documents please.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment) , or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Form 335-1-R (Military Brief), and SF 181 Ethnicity and Race Identification. Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a member of the Arizona (AIR) National Guard or eligible for membership and be able to qualify for the following AFSC: 3S0X1
KNOWN PROMOTION POTENTIAL: NONE

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, martial status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current members of the Arizona Air National Guard and those eligible for membership. Individual selected will receive a Permanent Appointment.** Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are authorized.**

NOTE: 12 Months of the specialized experience listed below is preferred.

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

NOTE: Priority consideration will be given to full-time employees of the Phoenix Air National Guard before considering applicants from an outside source.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of military personnel/administration rules, regulations, procedures and program needs.
 2. Skill in oral and written communications.
 3. Skill in interpersonal relationships and customer service.
 4. Ability to deal with all levels of the chain of command.
 5. Ability to handle a multi-tasked, multi-priority environment.
 6. Skill in computer applications.
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SPECIALIZED EXPERIENCE: Must have 9 months experience which demonstrates the knowledge of and skill in applying a wide range of Human Resources transactions related to employee relations, employee benefits, recruitment and placement. Experience in providing guidance and assistance to supervisors, managers, and employees on a variety of HR matters, to include resolving minor employee problems pertaining to pay, system rejects, wage grade schedule changes, and employee benefit programs.

BRIEF JOB DESCRIPTION: This position is located at Joint Force Headquarters, in the Air Staff Office. The primary function of this position is to provide limited technical support and clerical assistance on personnel matters to line supervisors, managers, and technicians at the base or organization level and to coordinate such matters with the HRO. Conducts initial in-processing and orientation of new employees. Coordinates vacancy requirements with functional area supervisors, prepares requests for vacancy announcements, and upon receipt from Human Resources Office (HRO) makes distribution to sections. Provides procedural advice and guidance to technicians and supervisors on employee relations matters. Performs substantive administrative and clerical support duties in the areas of incentive awards, training, classification, performance ratings, etc. Provides technical guidance and assistance to resolve conflicts or delays in processing personnel actions (i.e. appointments, within-grades, quality step increases, promotions, demotions, and transfers). Maintains records pertinent to authorized and actual employment strength data. Maintains a variety of personnel and general administrative records, files and publications, utilizing appropriate file systems and cross-referencing when required. On own initiative composes correspondence of a routine nature.

SELECTING SUPERVISOR: COL WANDA WRIGHT